



Billing Code: 5001-06

DEPARTMENT OF DEFENSE

Department of the Navy

[Docket ID: USN-2018-HQ-0018]

Proposed Collection; Comment Request

AGENCY: Secretary of the Navy, DoD.

ACTION: Information collection notice.

SUMMARY: In compliance with the *Paperwork Reduction Act of 1995*, the United States Marine Corps announces a proposed public information collection and seeks public comment on the provisions thereof. Comments are invited on: whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; the accuracy of the agency's estimate of the burden of the proposed information collection; ways to enhance the quality, utility, and clarity of the information to be collected; and ways to minimize the burden of the information collection on respondents, including through the use of automated collection techniques or other forms of information technology.

DATES: Consideration will be given to all comments received by [INSERT DATE 60 DAYS AFTER DATE OF PUBLICATION OF THIS NOTICE IN THE *FEDERAL REGISTER*].

ADDRESSES: You may submit comments, identified by docket number and title, by any of the following methods:

Federal eRulemaking Portal: <http://www.regulations.gov>. Follow the instructions for submitting comments.

Mail: Department of Defense, Office of the Chief Management Officer, Directorate for Oversight and Compliance, 4800 Mark Center Drive, Mailbox #24, Suite 08D09, Alexandria, VA 22350-1700.

Instructions: All submissions received must include the agency name, docket number and title for this Federal Register document. The general policy for comments and other submissions from members of the public is to make these submissions available for public viewing on the Internet at <http://www.regulations.gov> as they are received without change, including any personal identifiers or contact information.

FOR FURTHER INFORMATION CONTACT: To request more information on this proposed information collection or to obtain a copy of the proposal and associated collection instruments, please write to Business and Support Services Division, Headquarters, United States Marine Corps, 3044 Catlin Avenue, ATTN: MRG Human Resource Management System Program Manager, Quantico, VA 22134-5003, or call 703-432-0440.

SUPPLEMENTARY INFORMATION:

Title; Associated Form; and OMB Number: Nonappropriated Fund Human Resource Management System (NAF HRMS), OMB number 0703-XXXX.

Needs and Uses: The information collection requirement is necessary to manage and administer the Marine Corps Community Services (MCCS) employment application and hiring process.

Affected Public: Individuals or Households.

Annual Burden Hours: 38,933.

Number of Respondents: 77,866.

Responses per Respondent: 1.

Annual Responses: 77,866.

Average Burden per Response: 30 minutes.

Frequency: On occasion.

Respondents are applicants who are responding to an MCCS job posting on the MCCS Civilian Careers website, accessible at www.usmc-mccs.org/careers. The application delivers a systematic process which guides the applicants in completing the employment application and submitting it through the MCCS Civilian Careers website. Applicants are then able to login to their accounts and view their profile, track the status of their current application, and apply for future job postings. Maintaining the information collection in the NAF HRMS enables MCCS to successfully manage and administer an effective and efficient recruiting and hiring process. In addition, the NAF HRMS capabilities streamline the employment application process, reduce processing and recruiter response times, and decrease the need for applicant calls and inquiries; therefore, improving the applicant's experience.

If applicants were not permitted to provide their personal information on occasion at their discretion for employment applications the negative impacts could include a decreased amount of qualified applicants for MCCS employment opportunities, an inability to notify applicants on receipt of applications in a timely manner, and applicants not having a means to track the status of their applications. These negative impacts could result in poor experiences for jobseekers, unfavorable perspectives of MCCS as an employer, and ineffective practices in recruiting, hiring, and retention of valued employees.

Dated: October 18, 2018.

Aaron T. Siegel,

*Alternate OSD Federal Register,
Liaison Officer, Department of Defense.*

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